

Creating/Locating a State Staff ID for new staff

For Infinite Campus District Edition users only

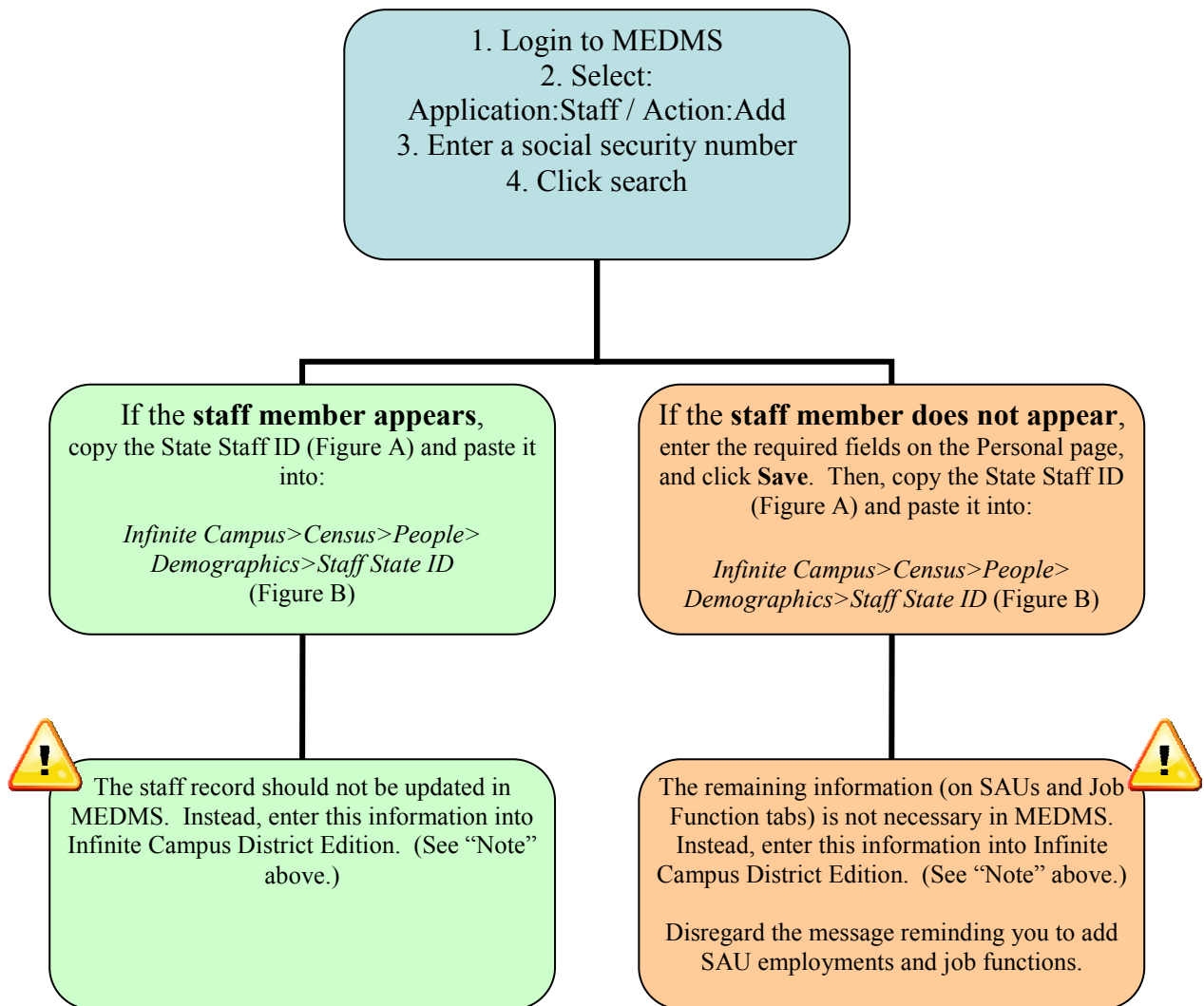
2009-2010

Background: For 2009-2010, MEDMS will be the only system generating State Staff IDs. The following procedure is required for District Edition users to add a State Staff IDs for new staff into Infinite Campus.

Note: Any staff information entered into MEDMS by District Edition users will be updated and overwritten regularly by automatic data transfers from Infinite Campus.

Necessary URL:

MEDMS: https://www.medms.maine.gov/MEDMS/Medms_Welcome.aspx



See page two (2) for screens shots.

Figure A:

Maine Education Data Management System

Application: Staff Go Action: Add Go

Help
Logout
Change Password

Staff Personal

Search Page > Staff Personal

School Year: 2005-2006
Staff Name: Teaching MEDMS
State Staff ID: 147844

Personal SAUs Job Functions

Figure B:

Person Identifiers

Local Student Number

Student State ID

Local Staff Number

Staff State ID

Person GUID

Generate Number
(System Preference Disabled)